

POSITION DESCRIPTION

JOB TITLE	Practice Nurse - Registered Nurse (RN)
BUSINESS UNIT	UNE Life Health
REPORTING TO	Clinically – GP Clinical Lead, Administratively – Practice Manager
LOCATION	UNE Healthcare Centre
AWARD COVERAGE	Nurses Award (2020) – between Levels 2 and 5 – dependent on experience
DATE	January 2025

PURPOSE OF THE POSITION

The Registered Nurse performs a key role in the greater General Practice team through the provision of primary healthcare services and support.

As part of the General Practice team, the Registered Nurse will work within scope of practice and be responsible for providing patient-centered, culturally appropriate and individual holistic care to patients, including assisting doctors with minor procedures.

ORGANISATIONAL CONTEXT

We are a wholly owned, not-for-profit entity of the University of New England (UNE) independently governed by a Board of Directors and led by a Chief Executive Officer. Put simply, we are a company that is also part of the University family.

Our mission at UNE Life is to provide an outstanding experience both on, and off our University campuses.

We are the bridge between the University and its many communities. We are a team that gets things done together with a focus on honesty and respect for one another.

One of our bigger success measures revolves around our commitment to quality service for the UNE and the wider community. We offer a unique set of services which are divided across 6 focus areas, these include:

- Student Experience – includes clubs & societies, our student-powered radio TuneFM, our independent student Advocacy & Welfare Services, and specific events & activations from orientation, to graduation.
- Commercial Services - includes our retail outlets, food & beverage services, event management & catering.
- SportUNE – includes our state-of-the-art community gym, on-campus sporting facilities, and recreational facilities/activities.

- Safety, Security & Information - includes around-the-clock security services for the University.
- Corporate Services – includes Finance, People & Culture, Branding & Marketing, IT Management, and Contract Management.
- Health – includes UNE Life Healthcare Centre and other health services/programs.

UNE LIFE VALUES

We believe our values reflect who we are as a team. Alignment with these values is key to your success with UNE Life.

- Honesty – transparency builds trust
- Respect – yourself, others, and all we do
- We are a team – we get things done, together
- Never settle – we live for continuous improvement
- Surpass expectations – we focus on customer satisfaction
- We're committed – we do what we do because we believe in it.

KEY ACCOUNTABILITIES

Clinical

1. Perform clinical duties within required level of clinical competency, according to best available evidence. Duties include: triage, immunisations and other injections, wound management, chronic disease management, ECGs, and collection of pathology samples.
2. Assist doctors with clinical procedures and maintain clinical documentation.
3. Explain procedures to patients, providing them with support and reassurance.
4. Provide proficient, evidence-based chronic disease management.
5. Conduct preventative screening.
6. Plan and manage holistic patient care in consultation with medical staff while acting as patient advocate.
7. Liaise with hospitals, community agencies and allied health to coordinate patient care.
8. Share innovative practice and work as an integrated team.
9. Ensure clinical governance and safe use of medicines following federal/state legislation.
10. Telephoning patients with test results as directed by medical staff.

Improvement of Patient Health Outcomes

11. Assist with patient education and community health promotion activities.



12. Coordinate patient recall and outreach programs, GP management plans, and team care arrangements.

Patient Visits

13. Provide home visits as required for monitoring support, health assessments.

Equipment and Supplies

14. Ensure sterilisation and maintenance of clinical equipment.
15. Maintain stocks of clinical supplies, including correct storage (such as refrigeration), removal and disposal of out-of-date stock and ordering supplies, within budget.
16. Provide input in purchasing relevant clinical equipment and supplies.
17. Responsible for Cold Chain management as per Stive for 5

Compliance

18. Maintain awareness of current and new legislation to ensure the practice is complying with all statutory and regulatory obligations including infection control, sterilisation, hazardous materials and safe handling/disposal of medical waste, records management, WHS, and accreditation.
19. Ensure relevant personnel are kept informed and changes are made to systems and procedures as required.

Infection Prevention and Control Coordination

20. Maintain the practice's systems and processes for hand hygiene, environmental cleaning, spills management, and practice team immunisations in accordance with practice policy and procedure.
21. Educate all members of the practice team on an annual basis regarding their responsibilities in infection prevention and control, or whenever changes in legislation, or practice procedures occurs.
22. Manage the practice's sterilisation process, ensuring sterility and integrity in the process.
23. Ensure the practice's waste management complies with local, state and federal regulations.
24. Primary responsibility for Infection Control

Professional

25. Act within the practice and nursing codes of ethics and at an appropriate level of clinical competence at all times.
26. Maintain awareness of current evidence and research on clinical practices and inform/educate other practice staff.
27. Work on quality improvement strategies with the practice team to bring efficiencies to practice systems, procedures and clinical outcomes.



28. Work as a collaborative member of the multidisciplinary team, reflecting the values of the organisation.
29. Work as an inclusive member of the clinical team, providing appropriate mentoring and guidance for registrars, medical and nurse students.
30. Demonstrate a high level of team work, support, engagement and communication with the general practice nursing team.

General

31. Delegation of tasks to other medical and non-medical staff. Provide direct and indirect supervision to other nurse(s).
32. Assist with Medical Receptionist duties, as and when, required
33. Demonstrate organisational values including respect, dignity and cultural safety.

Note: *It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the key responsibilities of the position. The responsibilities listed above may be altered in accordance with the changing requirements of the role.*

EXPECTED BEHAVIOURS AND PERSONAL ATTRIBUTES

- Demonstrate a knowledge of, and compliance with, all relevant legislation and common law obligations affecting nursing.
- Discharge of duty of care in the course of practice including meeting practice standards, and accountability for nursing actions.
- Demonstrate knowledge of policies and procedural guidelines that have legal implications, for example, ensure documentation conforms to legal requirements.
- Practice only within the limits of your educational preparation and competence.
- Identify and respond to unsafe practice, for example, implement interventions to prevent unsafe practice and/or contravention of law.
- Demonstrated patient-focused approach in service provision with genuine empathy and interest in their needs.
- Excellent interpersonal and communication skills across all ages and social groups.
- Always be well-presented, friendly, courteous and obliging. Represent the practice in a confident and positive manner at all times.
- Undertake all duties in a diligent manner, with honesty and integrity.
- Maintain absolute confidentiality regarding patient and practice information.
- Have a vigilant attitude to accuracy, being prepared to double check as necessary.
- Ability to work cooperatively and independently and the ability to prioritise and organise.
- Demonstrated commitment to ongoing professional development.

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SPECIAL REQUIREMENTS

34. Appropriate tertiary qualification and current unconditional registration with the Nursing and Midwifery Board of Australia/ AHPRA as a Registered Nurse.
35. Willingness to work weekends and nights if required.
36. Current driving licence and the ability to travel between sites as required.
37. Current immunisation certificate.
38. Current NSW Working with Children Check.
39. Willingness to undertake continuing professional development.

KEY RELATIONSHIPS

Direct Reports:

- Practice Nurses (Enrolled)

External Stakeholders

- Patients
- Community & other allied health professionals
- UNE staff and students

Internal Stakeholders:

- General Practitioners (Dr's)
- Practice Manager
- UNE Life contractors
- UNE Life colleagues

SELECTION CRITERIA

Essential

1. Experience as a practice nurse in a primary healthcare setting.
2. Experience within, and understanding of, a general practice environment with demonstrated organisational and time management skills and an outstanding work ethic.
3. Knowledge of current infection control policies and procedures, current CPR certification and knowledge of emergency resuscitation techniques.



4. Experience in immunisation administration and registered immunisation provider.
5. Demonstrated ability to work independently and as part of a multidisciplinary team.
6. Demonstrated competence in the use of patient management software.
7. Experience with specific social and cultural groups, such as aged care, adolescents, Aboriginal and Torres Strait Islanders, migrant and refugee groups.

Desirable

8. Additional qualifications that demonstrate passion for community health such as Diabetes Education Certificate, Accredited Well Women's Certificate, Chronic Disease Management education, asthma/spirometry qualifications, ear syringing qualification, venipuncture.
9. Experience with wound management and assisting in procedures.
10. Experience with developing Health Assessments and CDM Plans.
11. Experience with Best Practice software highly regarded.
12. 2-3 years+ General Practice nursing experience highly regarded.
13. Experience with minor procedures and treatment.
14. ECG/Spirometry.
15. Minor procedure assistance.

LEADERSHIP ACCOUNTABILITIES

- N/A

POSITION DIMENSIONS

Work Health and Safety Statement

Cooperate with all health and safety policies and procedures and take all reasonable care to ensure actions do not impact on the health and safety of staff, students, visitors and members of the public.

Equal Employment Opportunity

Ensure that the principles of equal employment opportunities are implemented promoted and adhered.

EMPLOYMENT AGREEMENT

As the incumbent of this position, I have read the position description, understand its contents and agree to work in accordance with the requirements of the position.



Signatories	Name	Signature	Date
Staff member			
Supervisor			